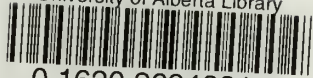


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Knowledge and Employability

Alberta Authorized Resource List and Annotated Bibliography

Business Services Grades 8–12



March 2007

*The complete document is available online at
<http://education.alberta.ca/teachers/com/know/resources/kelist.aspx>*

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Questions or concerns regarding this document can be addressed to the Learning and Teaching Resources Branch, Alberta Education. Telephone: 780–427–2984, Fax: 780–422–0576. To be connected toll free inside Alberta, dial 310–0000.

The primary intended audience for this document is:

<i>Administrators</i>	
<i>Counsellors</i>	
<i>General Audience</i>	
<i>Parent School Councils</i>	
<i>Parents</i>	
<i>Students</i>	
<i>Teachers</i>	✓

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ORGANIZATION OF THIS DOCUMENT

The authorized resource lists for Knowledge and Employability courses are organized by subject/occupational strand. The lists are organized as follows:

Authorized Resources Listed by Subject (Grades 8–12)

Student Basic Resources are listed alphabetically within each grade, followed by Student Support Resources and Teaching Resources. Each entry provides the following information:

- series name (if applicable)
- title of resource
- authorization category (student basic, student support, teaching)
- grades authorized for
- vendor/distributor name, order number and price
- other Knowledge and Employability subjects authorized for (if any).

Annotated Bibliography Listed Alphabetically by Title

Each of the resources listed has a corresponding annotation. Each annotation page identifies the:

- series name (if applicable)
- title of resource
- type of resource—the annotation has an icon of the type of the resource (e.g., print, video, CD-ROM)
- authorization category (student basic, student support, teaching)
- grades authorized for
- subjects authorized for
- vendor/distributor name, order number and price.

RESOURCE AUTHORIZATION CATEGORIES

Knowledge and Employability Resources

The resource lists for Knowledge and Employability courses contain learning and teaching resources that have been authorized for use in Alberta schools.

Alberta Education selects and authorizes resources to support the implementation of programs of study. Teachers are encouraged to select resources that meet the diverse learning needs of students they teach. The resource authorization categories are **student basic**, **student support** or **teaching**:

Student Basic learning resources are those student learning resources authorized by Alberta Education as the most appropriate for addressing the majority of outcomes of the course(s) or substantial components of the course(s); or the most appropriate for meeting general outcomes across two or more grade levels.

Student Support learning resources are those student learning resources authorized by Alberta Education to assist in addressing some of the outcomes of the course(s) or components of the course(s); or to assist in meeting the outcomes across two or more grade levels.

Teaching resources are those teaching resources identified as the best available resources to support the implementation of programs of study and courses; they may be teacher guides to accompany student resources or teacher professional resources. The authorized teaching guides are listed with the student resources.

These resources are organized by grade, authorization status and title in alphabetical order. Series names are italicized. Grade level(s) are indicated beside each title and there is a cross-reference column to other Knowledge and Employability subjects on the right side of the page.

Note:

Alberta Education strongly recommends that teachers read all selections in the student resources and all activities in the teacher guides prior to using them with students. Careful consideration should be given to the sensitivities of both the student audience and the community, and to the reading levels of students.

Knowledge and Employability Resource Lists

The authorized resource lists for Knowledge and Employability courses are organized by subject and occupational strand. In addition to the stated subject area, each list will include Career Awareness and Universal Strategies. The following lists are available.

Academic Subjects

- English Language Arts (including the Career Awareness and Universal Strategies sections)
- Novels and Nonfiction
- Mathematics (including the Career Awareness and Universal Strategies sections)
- Science (including the Career Awareness and Universal Strategies sections)
- Social Studies (including the Career Awareness and Universal Strategies sections)

Occupational Strands

- Art/Design and Communication (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Auto Mechanics (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Business Services (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Construction: Building (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Construction: Metal Fabrication (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Cosmetology (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Fabrics (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Foods (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Horticulture (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Human Care (including the Career Awareness, Universal Strategies and Workplace Readiness sections)
- Workplace Readiness (including the Career Awareness and Universal Strategies sections)

In addition to the printed lists, you may wish to consult the Authorized Resources Database at <http://www.education.gov.ab.ca/lrdb/default.asp> or the Knowledge and Employability Studio at <http://www.learnalberta.ca/content-teacher/kes/index.html?launch=true>.

KNOWLEDGE AND EMPLOYABILITY OCCUPATIONAL COMPONENT COURSES

EXPLORATION		ORIENTATION		
Junior High		Senior High		PREPARATION
Strand	<i>Units of Study – Levels 1 – 2</i>			
Art/Design and Communication	<ul style="list-style-type: none"> • Practical Arts • Ceramics • Graphic Arts • Photography • Audio/Video 	Art/Design 10-4	Art/Design 20-4	Art/Design 30-4
		Art/Media Communications 10-4	Art/Media Communications 20-4	Art/Media Communications 30-4
Auto Mechanics	<ul style="list-style-type: none"> • Two-stroke Engine • Four-stroke Engine • Basic Car Care and Maintenance 	Auto Mechanics 10-4	Auto Mechanics 20-4	Auto Mechanics 30-4
			Auto Services 20-4	Auto Services 30-4
Business Services	<ul style="list-style-type: none"> • Communicating with Others • Searching for Information • Representing Information 	Business Services 10-4	Logistics 20-4	Logistics 30-4
			Office Services 20-4	Office Services 30-4
			Sales and Service 20-4	Sales and Service 30-4
Construction: Building*	<ul style="list-style-type: none"> • Layout, Design and Drafting • Woods • Metals • Plastics • Electricity 	Construction: Building 10-4**	Woodworking and Cabinetry 20-4	Woodworking and Cabinetry 30-4
Construction: Metal Fabrication*			Wood Frame Construction 20-4	Wood Frame Construction 30-4
			Construction: Metal Fabrication 10-4	Construction Systems 20-4
		Metal Fabrication 20-4	Metal Fabrication 30-4	
Cosmetology	N/A	Cosmetology 10-4	Cosmetology 20-4	Cosmetology 30-4
			Esthetics 20-4	Esthetics 30-4
Fabrics	<ul style="list-style-type: none"> • Basic Sewing 	Fabrics 10-4	Fashion Textiles 20-4	Fashion Textiles 30-4
			Industrial Textiles 20-4	Industrial Textiles 30-4
Foods	<ul style="list-style-type: none"> • Basic Cooking • Snacks and Convenience Foods • Basic Baking 	Foods 10-4	Commercial Cooking 20-4	Commercial Cooking 30-4
			Food Preparation and Service 20-4	Food Preparation and Service 30-4
Horticulture	<ul style="list-style-type: none"> • Soil Preparation, Plants and Planting • Turf/Grasses • Landscaping 	Horticulture 10-4	Greenhouse and Nursery 20-4	Greenhouse and Nursery 30-4
			Landscaping 20-4	Landscaping and Maintenance 30-4
Human Care	<ul style="list-style-type: none"> • First Aid • Child Care (Noninfants) 	Human Care 10-4	Child Care 20-4	Child Care 30-4
			Home Care 20-4	Home Care 30-4
Natural Resources	N/A	Natural Resources 10-4	Agriculture 20-4	Agriculture 30-4
			Forestry 20-4	Forestry 30-4
			Oil and Gas 20-4	Oil and Gas 30-4
Workplace Readiness	<ul style="list-style-type: none"> • Personal and Workplace Safety • Employment Exploration • Acquiring a Job • Keeping a Job 	Workplace Readiness 10-4	Workplace Practicum 20-4	Workplace Practicum 30-4

* These strands have been replaced by the single strand Construction at the junior high school level.

** Students who successfully complete Construction: Building 10-4 may take Construction Systems 20-4.

Availability

Most of the new Alberta resources are available for purchase from:

Learning Resources Centre (LRC)
12360 – 142 Street, Edmonton, AB T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Internet: <http://www.lrc.education.gov.ab.ca>

LRC order numbers and prices (as of the printing of this booklet) are included for each resource.

Those resources that must be purchased directly from the vendor/distributor are so noted on the authorized list and on the annotation. A listing of vendors/distributors is provided at the end of this booklet.

Authorized Knowledge and Employability Resources

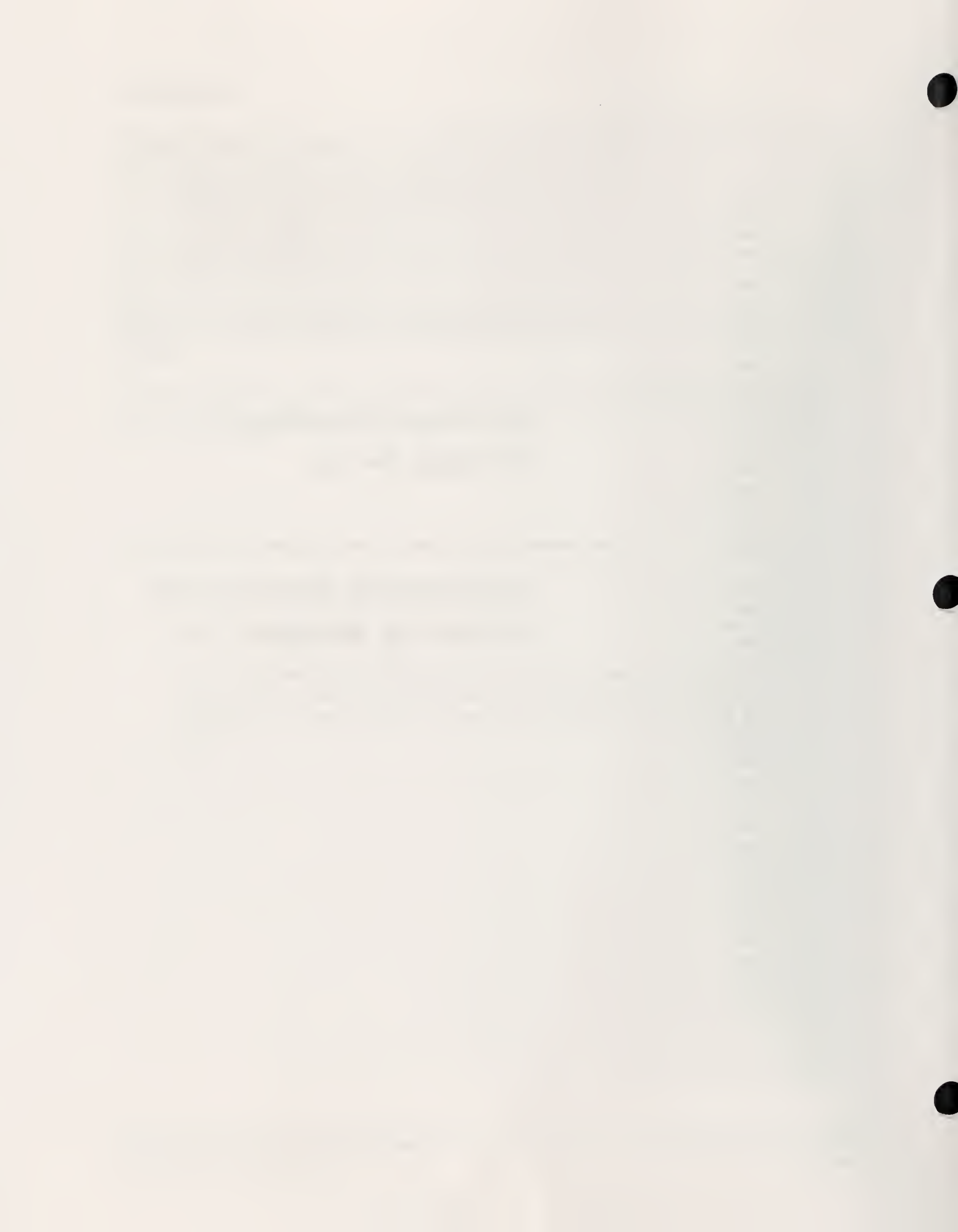
Note:

For a **complete** list of Knowledge and Employability resources, consult the Learning Resources Centre *Alberta Resources Catalogue*. Some of the older resources will be withdrawn from authorized status in the year(s) ahead.

Knowledge and Employability




**Business Services
Grades 8–12**

**Authorized Resources
Listed by Subject**




Business Services

Knowledge and Employability


Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
Basic Learning Resources					
Digital Communication Tools (Student Text)	2006	Basic 8, 9	653106	\$82.00	
Support Learning Resources					
<i>Alberta Learning Information Service</i>	2005	Support 10, 11, 12			• Workplace Readiness
ALIS – Business Video Clips					
• Aromatherapy Product Producer (http://www.alis.gov.ab.ca/video/other_manufacturing/aromatherapy/rf/6t.aspx)					
• Biological Pest Control Producer (http://www.alis.gov.ab.ca/video/Entrepreneurship/Entrepreneurship_2.aspx)					
• Cheese Producer (http://www.alis.gov.ab.ca/video/agriculture/cheese_producer/rf/8s.aspx)					
• Frozen Meat & Seafood Distributor (http://www.alis.gov.ab.ca/video/accommodation_food/frozen_meat/rf/9t.aspx)					
• Ice Cream Producer and Distributor (http://www.alis.gov.ab.ca/video/agriculture/ice_cream/rf/8t.aspx)					
• Kennel Operator (http://www.alis.gov.ab.ca/video/agriculture/kennel_operator/rf/7e.aspx)					
• Pet Cemetery Owner (http://www.alis.gov.ab.ca/video/agriculture/pet_cemetery/rf/6e.aspx)					
• Soap Maker (http://www.alis.gov.ab.ca/video/other_manufacturing/soap_maker/rf/2s.aspx)					
 Business Connections: Information Technology in Action (Student Text)	2003	Support 10, 11, 12	608903	\$74.10	
Clerical Skills for New Employees <i>Basic Clerical Skills</i>	2004	Support 10, 11, 12	623547	\$133.60	
Creative Hard Lines Display	1991	Support 10, 11, 12	BPN 385101 (ACCESS–The Education Station)		
Digital Communication Tools (Student Text)	2006	Support 10, 11, 12	653106	\$82.00	
 <i>Discovering Life Skills</i>	2004	Support 8, 9			• All Strands
• Discovering Life Skills (1st Ed.) (Student Text)			548399	\$67.00	
• Discovering Life Skills (1st Ed.): Student Workbook			548430	\$15.65	
 Knowledge and Employability Studio (Online Guide to Implementation) « http://www.learnalberta.ca/content-teacher/kes/index.html?launch=true »	2005	Support 8, 9, 10, 11, 12			• All Strands
Professional Retail Selling	1992	Support 10, 11, 12	322131	\$101.00	

Business Services (continued)

Knowledge and Employability


Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
Read to Live (Web Site) (Student Portion) « http://www.education.gov.ab.ca/k_12/curriculum/bysubject/ke/Readtolive/index.html »	2006	Support 8, 9, 10, 11, 12			• All Strands
Catching the Spirit; Developing Your Skills; Opportunities; Ideas and Innovation; Planning Your Success; The Entrepreneurial Community <i>The Spirit Lives: Aboriginal Entrepreneurs in Canada</i>	1995	Support 10, 11, 12	BPN 378000 (ACCESS–The Education Station)		
Supermarket Persuasion: What Marketers Know (New Version) (with Teacher's Guide)		Support 10, 11, 12	BPN 20974 (ACCESS–The Education Station)		
 Today's Teen (7th Ed.)	2004	Support 8, 9			• All Strands
• Today's Teen (7th Ed.) (Student Text)			541236	\$69.60	
• Today's Teen (7th Ed.): Student Workbook			547838	\$14.90	
Understanding Basic Financial Statements (http://www.jedlet.com/find.product.asp?value=1-894923-55-3&aff=LRC)		Support 10, 11, 12			
Visual Merchandising: Look, Linger and Buy	1991	Support 10, 11, 12	BPN 385001 (ACCESS–The Education Station)		
Work Smart, Work Safe <i>Young Worker Awareness Program</i>	1996	Support 10, 11, 12	Vendor Direct (Workplace Health and Safety Agency)		

Teaching Resources

Attracting Attention to Your Website (http://www.jedlet.com/find.product.asp?value=1-894922-89-1&aff=LRC)	2001 -2005	Teaching 10, 11, 12			
 Business Connections: Information Technology in Action: Teacher's Guide	2003	Teaching 10, 11, 12	608911	\$271.05	
Business Etiquette (http://www.jedlet.com/find.product.asp?value=1-894923-65-0&aff=LRC)	2001 -2005	Teaching 10, 11, 12			
Cold Calls with Confidence (http://www.jedlet.com/find.product.asp?value=1-894923-31-6&aff=LRC)		Teaching 10, 11, 12			
Digital Communication Tools: Teacher Resource CD	2006	Teaching 8, 9, 10, 11, 12	653172	\$319.65	
Digital Communication Tools: Teacher Resource Manual	2006	Teaching 8, 9, 10, 11, 12	Out of print		



Business Services (continued)

Knowledge and Employability

Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
 <i>Discovering Life Skills</i>	2004	Teaching 8, 9			• All Strands
• Discovering Life Skills (1st Ed.): Student Workbook: Teacher Annotated Edition			548539	\$35.00	
• Discovering Life Skills (1st Ed.): Teacher Resource Guide			548563	\$111.00	
• Discovering Life Skills (1st Ed.): Effective Instruction CD-ROM			548571	\$227.80	
• Discovering Life Skills (1st Ed.): Student Motivation Kit			548456	\$173.60	
e-mail: Writing for Results (http://www.jedlet.com/find.product.asp?value=1-894923-35-9&aff=LRC)		Teaching 8, 9, 10, 11, 12			
Entrepreneurship: Creating a Venture (2nd Ed.) (Text)	2001	Teaching 10, 11, 12	478455	\$79.40	
LOG1010: Logistics (includes Student Learning Guide, Student Worksheets, Appendix) <i>The Joint Learning Initiative in Logistics</i>	2002	Teaching 10, 11, 12	Vendor Direct (Manning Centre for Innovation and Professional Development)		
Managing Your Time in Style (http://www.jedlet.com/find.product.asp?value=1-894922-44-1&aff=LRC)		Teaching 10, 11, 12			
Mystery Shopping (http://www.jedlet.com/find.product.asp?value=1-894922-07-7&aff=LRC)		Teaching 10, 11, 12			
Nuances of Netwriting (http://www.jedlet.com/find.product.asp?value=1-894923-27-8&aff=LRC)		Teaching 10, 11, 12			
Promoting Products and Services	1997	Teaching 10, 11, 12	397431	\$57.30	
Read to Live (CD-ROM)	2006	Teaching 8, 9, 10, 11, 12	Pending		• All Strands
Read to Live (Web Site) (Teacher Portion) « http://www.education.gov.ab.ca/k_12/curriculum/bysubject/ke/Readtolive/index.html »	2006	Teaching 8, 9, 10, 11, 12			• All Strands
Selling Your Company to the Press (http://www.jedlet.com/find.product.asp?value=1-894922-79-4&aff=LRC)		Teaching 10, 11, 12			
Simple Steps to Super Slogans (http://www.jedlet.com/find.product.asp?value=1-894922-61-1&aff=LRC)		Teaching 10, 11, 12			
Module Five: Personal and Workplace Safety <i>Success in Entering the Workplace: Essential Competencies for Career Transitions</i>	2004	Teaching 8, 9	551813	\$78.90	• Universal Strategies • Career Awareness

Business Services (continued)

Knowledge and Employability

Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
 Today's Teen (7th Ed.)	2004	Teaching 8, 9			• All Strands
• Today's Teen (7th Ed.): Student Workbook: Teacher Annotated Edition			547862	\$31.70	
• Today's Teen (7th Ed.): Teacher Resource Guide			547846	\$101.00	
• Today's Teen (7th Ed.): Student Motivation Kit			547854	\$173.60	
• Today's Teen (7th Ed.): Effective Instruction CD-ROM			547870	\$227.80	
• Today's Teen (7th Ed.): Transparency Package			547888	\$136.90	
• Today's Teen (7th Ed.): Teacher Wraparound Edition			541690	\$113.50	
Using the Internet for Research I (http://www.jedlet.com/find.product.asp?value=1-894922-78-6&aff=LRC)		Teaching 10, 11, 12			
Using the Internet for Research II (http://www.jedlet.com/find.product.asp?value=1-894922-90-5&aff=LRC)		Teaching 10, 11, 12			
Voice Messaging: Maximizing Benefits (http://www.jedlet.com/find.product.asp?value=1-894923-32-4&aff=LRC)		Teaching 10, 11, 12			
Web Page Design in Easy Steps	2003 -2004	Teaching 10, 11, 12			• Art/Design and Communication (Indigo Books and Music Inc.)
"Win-Win" Sales Strategies (http://www.jedlet.com/find.product.asp?value=1-894922-87-5&aff=LRC)		Teaching 10, 11, 12			
 Work Safe Alberta: Workplace Health and Safety Kit (includes Teacher Resource Binder 1 - September 2006, Teacher Resource Binder 2 - September 2006, Workplace Health and Safety Teacher Toolkit)	(2006)	Teaching 8, 9, 10, 11, 12	676926	\$131.25	• All Strands


Career Awareness

Knowledge and Employability

Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
Basic Learning Resources					
Making It Work: A Handbook for Reading, Writing, Language, and Media	2003	Basic 10, 11, 12	515281	\$28.40	<ul style="list-style-type: none"> • English Language Arts • Universal Strategies
The Road Ahead: Reading Selections for Canadian Students (Student Anthology)	2003	Basic 10, 11, 12	515273	\$41.00	<ul style="list-style-type: none"> • English Language Arts • Universal Strategies
Steck-Vaughn Connections: Basic Skills in Reading	2000	Basic 8, 9, 10, 11, 12	478504	\$24.70	<ul style="list-style-type: none"> • English Language Arts • Universal Strategies
Steck-Vaughn Connections: Basic Skills in Writing	2000	Basic 8, 9, 10, 11, 12	478512	\$24.70	<ul style="list-style-type: none"> • English Language Arts • Universal Strategies
Support Learning Resources					
Episode 1: The Job Interview; Episode 2: Resume Writing; Episode 3: Today's Labour Market; Episode 4: Career Planning; Episode 5: Shopping for a School; Episode 7: Professional Transport Driving; Episode 10: Careers in Metal Machining <i>Career Forward Series</i>	2001	Support 10, 11, 12	Vendor Direct (KineticVideoCom)		
Careers in Hospitality and Tourism	2001	Support 8, 9, 10, 11, 12	BPN 20889 01 (VHS) 20889 02 (DVD) (ACCESS–The Education Station)		
Clothing: Fashion, Fabrics and Construction (3rd Ed.) (Student Text)	1997	Support 8, 9, 10, 11, 12	337916	\$87.80	
Clothing: Fashion, Fabrics and Construction (4th Ed.) (Student Text)	2003	Support 8, 9, 10, 11, 12	484634	\$74.55	
Cool Cars <i>Popular Mechanics for Kids (Season 1)</i>	1997	Support 10, 11	BPN 20692-004 (DVD) (ACCESS–The Education Station)		<ul style="list-style-type: none"> • Science
<i>Creative Living (7th Ed.)</i>	2000	Support 10, 11, 12			<ul style="list-style-type: none"> • Universal Strategies
• <i>Creative Living (7th Ed.) (Student Text)</i>			515455	\$80.35	
• <i>Creative Living (7th Ed.): Student Workbook</i>			515463	\$15.85	
<i>Discovering Life Skills</i>	2004	Support 8, 9			<ul style="list-style-type: none"> • Universal Strategies • Fabrics • Foods • Workplace Readiness
• <i>Discovering Life Skills (1st Ed.) (Student Text)</i>			548399	\$67.00	
• <i>Discovering Life Skills (1st Ed.): Student Workbook</i>			548430	\$15.65	
Goal Setting: Planning for Your Future	1998	Support 8, 9, 10, 11, 12	BPN 2073401 (ACCESS–The Education Station)		<ul style="list-style-type: none"> • Universal Strategies
Impacts of Tourism (Video with Teacher's Notes)	2001	Support 10, 11, 12	611170	\$98.20	<ul style="list-style-type: none"> • Science • Social Studies

Career Awareness (continued)

Knowledge and Employability

Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
Foolproof Ways to Find a Job: Sharpening Job Hunting Techniques; Resumes, Cover Letters, and Portfolios: Tools to Land a Job; Make the Interview Count: Six P's of Job Interviews <i>Job Connection Series</i>	1999	Support 10, 11, 12	BPN 2063400 (ACCESS—The Education Station)		
 Knowledge and Employability Studio (Online Guide to Implementation) « http://www.learnalberta.ca/content-teacher/kes/index.html?launch=true »	2005	Support 8, 9, 10, 11, 12			• All Strands
The Little Trapper	1999	Support 8, 9	Vendor Direct (National Film Board)		• English Language Arts • Social Studies
Read to Live (Web Site) (Student Portion) « http://www.education.gov.ab.ca/k_12/curriculum/bysubject/ke/Readtolive/index.html »	2006	Support 8, 9, 10, 11, 12			• All Strands
<i>Reading for Today</i>	2001	Support 9, 10			• English Language Arts • Universal Strategies
• Reading for Today: Book Four • Reading for Today: Workbook Four			517641 517667	\$23.65 \$17.35	
<i>Reading for Today</i>	2001	Support 10, 11			• English Language Arts • Universal Strategies
• Reading for Today: Book Five • Reading for Today: Workbook Five			517675 517683	\$23.65 \$17.35	
<i>Reading for Today</i>	2001	Support 11, 12			• English Language Arts • Universal Strategies
• Reading for Today: Book Six • Reading for Today: Workbook Six			517691 517708	\$23.65 \$17.35	
Self-concept: Discovering Who You Are	1998	Support 10, 11, 12	BPN 20739-01 (ACCESS—The Education Station)		• Universal Strategies
Step into the Trades	2003	Support 8, 9, 10, 11, 12	Out of print		
Study Skills: Simple Strategies to Improve Study Techniques	2001	Support 8, 9, 10, 11, 12	BPN 20618 01 (ACCESS—The Education Station)		• Universal Strategies
Technology in Action (2nd Ed.) (Student Text)	2002	Support 8, 9	548323	\$61.75	• Science • Art/Design and Communication
<i>Today's Teen (7th Ed.)</i>	2004	Support 8, 9			• Universal Strategies • Art/Design and Communication • Fabrics • Foods • Workplace Readiness
• Today's Teen (7th Ed.) (Student Text) • Today's Teen (7th Ed.): Student Workbook			541236 547838	\$69.60 \$14.90	


Career Awareness (continued)

Knowledge and Employability

Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
Teaching Resources					
<i>The Alberta Framework of Essential Competencies for Working, Learning and Living</i>	2001	Teaching 8, 9, 10, 11, 12			<ul style="list-style-type: none"> • English Language Arts • Mathematics • Universal Strategies
• Alberta Framework of Essential Competencies for Working, Learning and Living: Action Planner and Framework			461799	\$10.00	
Classroom Strategies for Interactive Learning (2nd Ed.)	2001	Teaching 8, 9, 10, 11, 12	Out of print		<ul style="list-style-type: none"> • English Language Arts • Mathematics • Science • Social Studies • Universal Strategies
<i>Clothing: Fashion, Fabrics and Construction (3rd Ed.)</i>	1997	Teaching 8, 9, 10, 11, 12			
• Clothing: Fashion, Fabrics and Construction (3rd Ed.): Teacher's Annotated Edition			337908	\$111.85	
• Clothing: Fashion, Fabrics and Construction (3rd Ed.): Teacher's Classroom Resources			350455	\$405.60	
<i>Creative Living (7th Ed.)</i>	2000	Teaching 10, 11, 12			<ul style="list-style-type: none"> • Universal Strategies
• Creative Living (7th Ed.): Color Transparency Package			515504	\$155.20	
• Creative Living (7th Ed.): Teacher's Classroom Resources			515497	\$363.85	
• Creative Living (7th Ed.): Teacher's Wraparound Edition			515489	\$99.30	
<i>Discovering Life Skills</i>	2004	Teaching 8, 9			<ul style="list-style-type: none"> • Universal Strategies • Fabrics • Foods • Workplace Readiness
• Discovering Life Skills (1st Ed.): Student Workbook: Teacher Annotated Edition			548539	\$35.00	
• Discovering Life Skills (1st Ed.): Teacher Resource Guide			548563	\$111.00	
• Discovering Life Skills (1st Ed.): Effective Instruction CD-ROM			548571	\$227.80	
• Discovering Life Skills (1st Ed.): Student Motivation Kit			548456	\$173.60	
Electricity and Magnetism Geokit <i>Physical Science Series</i>	2002	Teaching 9, 10, 11, 12	547218	\$396.30	<ul style="list-style-type: none"> • Science
How to Assess Authentic Learning (4th Ed.)	2005	Teaching 8, 9, 10, 11, 12	623068	\$54.90	<ul style="list-style-type: none"> • English Language Arts • Mathematics • Science • Social Studies • Universal Strategies
The Mindful School: How to Assess Authentic Learning (3rd Ed.)	1999	Teaching 8, 9, 10, 11, 12	Out of print		<ul style="list-style-type: none"> • English Language Arts • Mathematics • Science • Social Studies • Universal Strategies
Read to Live (Web Site) (Teacher Portion) « http://www.education.gov.ab.ca/k_12/curriculum/bysubject/ke/Readtolive/index.html »	2006	Teaching 8, 9, 10, 11, 12			<ul style="list-style-type: none"> • All Strands
Read to Live (CD-ROM)	2006	Teaching 8, 9, 10, 11, 12	Pending		<ul style="list-style-type: none"> • All Strands



Career Awareness (continued)

Knowledge and Employability

Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
Reading for Today: Instructor's Guide <i>Reading for Today</i>	2001	Teaching 9, 10, 11, 12	517716	\$32.60	• English Language Arts • Universal Strategies
Step into the World of Workplace Learning: A Collection of Authentic Workplace Materials	2001	Teaching 10, 11, 12	515314	\$42.05	• English Language Arts
Module Four: Job Maintenance <i>Success in Entering the Workplace: Essential Competencies for Career Transitions</i>	2003	Teaching 8, 9, 10, 11, 12	538986	\$156.75	
Module Five: Personal and Workplace Safety <i>Success in Entering the Workplace: Essential Competencies for Career Transitions</i>	2004	Teaching 8, 9	551813	\$78.90	• Universal Strategies • All Occupational Strands
<i>Success in Entering the Workplace: Essential Competencies for Career Transitions</i>	1999	Teaching 8, 9, 10, 11, 12			• Universal Strategies
• Series Manual and Module One: Job Preparation: Instructor's Guide and Learning Resources (Revised Edition)			516403	\$156.75	
• Module Two: The Planning Project; Module Three: The Proactivity Project			516411	\$61.05	
Technology in Action (2nd Ed.): Interactive CD-ROM (Windows / Macintosh Version)	2002	Teaching 8, 9	548373	\$95.10	• Science • Art/Design and Communication
Technology in Action (2nd Ed.): Teachers Resource Guide	2002	Teaching 8, 9	548331	\$136.90	• Science • Art/Design and Communication
<i>Today's Teen (7th Ed.)</i>	2004	Teaching 8, 9			• Universal Strategies • Art/Design and Communication • Fabrics • Foods • Workplace Readiness
• <i>Today's Teen (7th Ed.): Student Workbook: Teacher Annotated Edition</i>			547862	\$31.70	
• <i>Today's Teen (7th Ed.): Teacher Resource Guide</i>			547846	\$101.00	
• <i>Today's Teen (7th Ed.): Student Motivation Kit</i>			547854	\$173.60	
• <i>Today's Teen (7th Ed.): Effective Instruction CD-ROM</i>			547870	\$227.80	
• <i>Today's Teen (7th Ed.): Transparency Package</i>			547888	\$136.90	
• <i>Today's Teen (7th Ed.): Teacher Wraparound Edition</i>			541690	\$113.50	
What's Up in Technology (Video with Teacher's Curriculum Guide)	1998	Teaching 10, 11, 12	538796	\$99.40	• Science
 Work Safe Alberta: Workplace Health and Safety Kit (includes Teacher Resource Binder 1 - September 2006, Teacher Resource Binder 2 - September 2006, Workplace Health and Safety Teacher Toolkit)	(2006)	Teaching 8, 9, 10, 11, 12	676926	\$131.25	• All Strands

Universal Strategies

Knowledge and Employability

Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
Basic Learning Resources					
Making It Work: A Handbook for Reading, Writing, Language, and Media	2003	Basic 10, 11, 12	515281	\$28.40	• English Language Arts • Career Awareness
The Road Ahead: Reading Selections for Canadian Students (Student Anthology)	2003	Basic 10, 11, 12	515273	\$41.00	• English Language Arts • Career Awareness
Steck-Vaughn Connections: Basic Skills in Reading	2000	Basic 8, 9, 10, 11, 12	478504	\$24.70	• English Language Arts • Career Awareness
Steck-Vaughn Connections: Basic Skills in Writing	2000	Basic 8, 9, 10, 11, 12	478512	\$24.70	• English Language Arts • Career Awareness
Support Learning Resources					
Communicating Self-esteem	1998	Support 8, 9	BPN 20738-01 (ACCESS–The Education Station)		
Conflict Resolution: A Winning Approach (Video with Teacher's Notes)	1997	Support 10, 11, 12	BPN 20601-01 (ACCESS–The Education Station)		
<i>Creative Living (7th Ed.)</i>	2000	Support 10, 11, 12	• Career Awareness		
• Creative Living (7th Ed.) (Student Text)			515455	\$80.35	
• Creative Living (7th Ed.): Student Workbook			515463	\$15.85	
 <i>Discovering Life Skills</i>	2004	Support 8, 9	• All Strands		
• Discovering Life Skills (1st Ed.) (Student Text)			548399	\$67.00	
• Discovering Life Skills (1st Ed.): Student Workbook			548430	\$15.65	
Goal Setting: Planning for Your Future	1998	Support 8, 9, 10, 11, 12	BPN 20734-01	• Career Awareness (ACCESS–The Education Station)	
 Knowledge and Employability Studio (Online Guide to Implementation) « http://www.learnalberta.ca/content-teacher/kes/index.html?launch=true »	2005	Support 8, 9, 10, 11, 12	• All Strands		
Making Decisions and Being Assertive: Knowing Your Mind, Speaking Your Mind	2000	Support 10, 11, 12	453762	\$98.20	• English Language Arts
<i>Media Interrupted Series</i>	2001	Support 10, 11, 12	BPN 20632 00	• English Language Arts • Social Studies (ACCESS–The Education Station)	
Why We Do What We Do; Why We Buy What We Buy; Sexual Stereotypes					
Read to Live (Web Site) (Student Portion) « http://www.education.gov.ab.ca/k_12/curriculum/bysubject/ke/Readtolive/index.html »	2006	Support 8, 9, 10, 11, 12	• All Strands		

Universal Strategies (continued)

Knowledge and Employability


Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
<i>Reading for Today</i>	2001	Support 9, 10			<ul style="list-style-type: none"> • English Language Arts • Career Awareness
• Reading for Today: Book Four			517641	\$23.65	
• Reading for Today: Workbook Four			517667	\$17.35	
<i>Reading for Today</i>	2001	Support 10, 11			<ul style="list-style-type: none"> • English Language Arts • Career Awareness
• Reading for Today: Book Five			517675	\$23.65	
• Reading for Today: Workbook Five			517683	\$17.35	
<i>Reading for Today</i>	2001	Support 11, 12			<ul style="list-style-type: none"> • English Language Arts • Career Awareness
• Reading for Today: Book Six			517691	\$23.65	
• Reading for Today: Workbook Six			517708	\$17.35	
Self-concept: Discovering Who You Are	1998	Support 10, 11	BPN 20739-01 (ACCESS–The Education Station)		<ul style="list-style-type: none"> • Career Awareness
Study Skills: Simple Strategies to Improve Study Techniques	2001	Support 8, 9, 10, 11, 12	BPN 20618 01 (ACCESS–The Education Station)		<ul style="list-style-type: none"> • Career Awareness
<i>Today's Teen (7th Ed.)</i>	2004	Support 8, 9			<ul style="list-style-type: none"> • Art/Design and Communication • Fabrics • Foods • Career Awareness • Workplace Readiness
• Today's Teen (7th Ed.) (Student Text)			541236	\$69.60	
• Today's Teen (7th Ed.): Student Workbook			547838	\$14.90	

Teaching Resources

<i>The Alberta Framework of Essential Competencies for Working, Learning and Living</i>	2001	Teaching 8, 9, 10, 11, 12			<ul style="list-style-type: none"> • English Language Arts • Mathematics • Career Awareness
• Alberta Framework of Essential Competencies for Working, Learning and Living: Action Planner and Framework			461799	\$10.00	
<i>Bully Dance / La danse des brutes ShowPeace</i>	2000	Teaching 8, 9	514118	\$58.40	
Classroom Strategies for Interactive Learning (2nd Ed.)	2001	Teaching 8, 9, 10, 11, 12	Out of print		<ul style="list-style-type: none"> • English Language Arts • Mathematics • Science • Social Studies • Career Awareness
<i>Creative Living (7th Ed.)</i>	2000	Teaching 10, 11, 12			<ul style="list-style-type: none"> • Career Awareness
• Creative Living (7th Ed.): Color Transparency Package			515504	\$155.20	
• Creative Living (7th Ed.): Teacher's Classroom Resources			515497	\$363.85	
• Creative Living (7th Ed.): Teacher's Wraparound Edition			515489	\$99.30	


Universal Strategies (continued)

Knowledge and Employability

Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
Dinner for Two / Dîner intime <i>ShowPeace</i>	1997	Teaching 8, 9	472598	\$58.40	
 <i>Discovering Life Skills</i>	2004	Teaching 8, 9			• All Strands
• Discovering Life Skills (1st Ed.): Student Workbook: Teacher Annotated Edition			548539	\$35.00	
• Discovering Life Skills (1st Ed.): Teacher Resource Guide			548563	\$111.00	
• Discovering Life Skills (1st Ed.): Effective Instruction CD-ROM			548571	\$227.80	
• Discovering Life Skills (1st Ed.): Student Motivation Kit			548456	\$173.60	
How to Assess Authentic Learning (4th Ed.)	2005	Teaching 8, 9, 10, 11, 12	623068	\$54.90	• English Language Arts • Mathematics • Science • Social Studies • Career Awareness
In Your Face: Why Courtesy and Respect	1998	Teaching 10, 11, 12	519788	\$147.25	
The Mindful School: How to Assess Authentic Learning (3rd Ed.)	1999	Teaching 8, 9, 10, 11, 12	Out of print		• English Language Arts • Mathematics • Science • Social Studies • Career Awareness
Read to Live (CD-ROM)	2006	Teaching 8, 9, 10, 11, 12	Pending		• All Strands
Read to Live (Web Site) (Teacher Portion) « http://www.education.gov.ab.ca/k_12/curriculum/bysubject/ke/Readtolive/index.html »	2006	Teaching 8, 9, 10, 11, 12			• All Strands
Reading for Today: Instructor's Guide <i>Reading for Today</i>	2001	Teaching 9, 10, 11, 12	517716	\$32.60	• English Language Arts • Career Awareness
<i>Success in Entering the Workplace: Essential Competencies for Career Transitions</i>	1999	Teaching 8, 9, 10, 11, 12			• Career Awareness
• Series Manual and Module One: Job Preparation: Instructor's Guide and Learning Resources (Revised Edition)			516403	\$156.75	
• Module Two: The Planning Project; Module Three: The Proactivity Project			516411	\$61.05	
Module Five: Personal and Workplace Safety <i>Success in Entering the Workplace: Essential Competencies for Career Transitions</i>	2004	Teaching 8, 9	551813	\$78.90	• Career Awareness • All Occupational Strands
Think Again: Thinking Tools for Grades 6 to 10	2003	Teaching 8, 9, 10, 11, 12	517196	\$89.00	• English Language Arts • Social Studies
Thinking Tools for Kids: Practical Organizers	1999	Teaching 8, 9, 10, 11, 12	385395	\$88.25	• English Language Arts • Science • Social Studies

Universal Strategies (continued)

Knowledge and Employability

Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
<i>Today's Teen (7th Ed.)</i>	2004	Teaching 8, 9			<ul style="list-style-type: none"> • Art/Design and Communication • Fabrics • Foods • Career Awareness • Workplace Readiness
• Today's Teen (7th Ed.): Student Workbook: Teacher Annotated Edition			547862	\$31.70	
• Today's Teen (7th Ed.): Teacher Resource Guide			547846	\$101.00	
• Today's Teen (7th Ed.): Student Motivation Kit			547854	\$173.60	
• Today's Teen (7th Ed.): Effective Instruction CD-ROM			547870	\$227.80	
• Today's Teen (7th Ed.): Transparency Package			547888	\$136.90	
• Today's Teen (7th Ed.): Teacher Wraparound Edition			541690	\$113.50	
Tools for Learning	2001	Teaching 8, 9, 10, 11, 12	482133	\$39.40	<ul style="list-style-type: none"> • English Language Arts • Social Studies
When the Dust Settles / Et la poussière retombe <i>ShowPeace</i>	1997	Teaching 8, 9	Out of print		
 Work Safe Alberta: Workplace Health and Safety Kit (includes Teacher Resource Binder 1 - September 2006, Teacher Resource Binder 2 - September 2006, Workplace Health and Safety Teacher Toolkit)	(2006)	Teaching 8, 9, 10, 11, 12	676926	\$131.25	• All Strands

Workplace Readiness

Knowledge and Employability

Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
Basic Learning Resources					
Succeeding in the World of Work: PowerPoint Presentations (Windows / Macintosh Version)	2006	Basic 10, 11, 12	639354	\$211.15	
Succeeding in the World of Work: School-to-Work Activity Handbook	2006	Basic 10, 11, 12	639312	\$19.05	
Succeeding in the World of Work: Student Activity Workbook	2006	Basic 10, 11, 12	639297	\$19.05	
Succeeding in the World of Work (Student Text)	2006	Basic 10, 11, 12	639271	\$87.05	

Support Learning Resources

<i>Alberta Learning Information Service</i>	2005	Support 8, 9	• Business Services
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ALIS – Business Video Clips

- Aromatherapy Product Producer
(http://www.alis.gov.ab.ca/video/other_manufacturing/aromatherapy/rf/6t.aspx)
- Biological Pest Control Producer
(http://www.alis.gov.ab.ca/video/Entrepreneurship/Entrepreneurship_2.aspx)
- Cheese Producer
(http://www.alis.gov.ab.ca/video/agriculture/cheese_producer/rf/8s.aspx)
- Frozen Meat & Seafood Distributor
(http://www.alis.gov.ab.ca/video/accommodation_food/frozen_meat/rf/9t.aspx)
- Ice Cream Producer and Distributor
(http://www.alis.gov.ab.ca/video/agriculture/ice_cream/rf/8t.aspx)
- Kennel Operator
(http://www.alis.gov.ab.ca/video/agriculture/kennel_operator/rf/7e.aspx)
- Pet Cemetery Owner
(http://www.alis.gov.ab.ca/video/agriculture/pet_cemetery/rf/6e.aspx)
- Soap Maker
(http://www.alis.gov.ab.ca/video/other_manufacturing/soap_maker/rf/2s.aspx)


<i>Alberta Learning Information Service</i>	2005	Support 8, 9	• Foods
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ALIS – Foods Video Clips

- Baker's Helper
(http://www.alis.gov.ab.ca/video/Culinary_Arts/Culinary_1.aspx)
- Chef
(http://www.alis.gov.ab.ca/video/Culinary_Arts/Culinary_3.aspx)
- Meat Cutter
(http://www.alis.gov.ab.ca/video/Culinary_Arts/Culinary_2.aspx)








Workplace Readiness (continued)

Knowledge and Employability

Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
<i>Alberta Learning Information Service</i> ALIS – Materials/Construction – Metals Video Clips • Cattle Handling Equipment Manufacturer (http://www.alis.gov.ab.ca/video/metal/cattle_equipment/rf/7t.aspx) • Hand Cycle Manufacturer (http://www.alis.gov.ab.ca/video/metal/cycle/rf/5e.aspx) • Machinist (http://www.alis.gov.ab.ca/video/Manufacturing/manu_2.aspx) • Manufacturing Service Technician (http://www.alis.gov.ab.ca/video/Manufacturing/manu_1.aspx) • Quality Control Specialist – Steel (http://www.alis.gov.ab.ca/video/Steel/Steel_2.aspx) • Steel Production Worker (http://www.alis.gov.ab.ca/video/Steel/Steel_1.aspx) • Steel Research Technician (http://www.alis.gov.ab.ca/video/Steel/Steel_3.aspx) • Welder (http://www.alis.gov.ab.ca/video/Construction/Construction_1.aspx)	2005	Support 8, 9			• Construction: Metal Fabrication
<i>Alberta Learning Information Service</i> ALIS – Materials/Construction – Wood Video Clips • Carpenter (http://www.alis.gov.ab.ca/video/Construction/Construction_2.aspx) • Composite Technologist: Wood Products (http://www.alis.gov.ab.ca/video/WoodProducts/WoodProducts_2.aspx) • Guitar Builder (http://www.alis.gov.ab.ca/video/Music/Music_2.aspx) • Pellet Fuel Manufacturer (http://www.alis.gov.ab.ca/video/other_manufacturing/fuel/rf/10t.aspx) • Snowshoe Manufacturer (http://www.alis.gov.ab.ca/video/other_manufacturing/snowshoe/rf/11t.aspx)	2005	Support 8, 9, 10, 11, 12			• Construction: Building
<i>Alberta Learning Information Service</i> ALIS – Mechanics Video Clips • Aircraft Sheet Metal Mechanic (http://www.alis.gov.ab.ca/video/Aviation/aviation_1.aspx) • Auto Body Technician (http://www.alis.gov.ab.ca/video/Automotive/auto_2.aspx) • Automotive Service Technician (http://www.alis.gov.ab.ca/video/Automotive/auto_3.aspx) • Truck Driver (http://www.alis.gov.ab.ca/video/Automotive/auto_1.aspx)	2005	Support 8, 9, 10, 11, 12			• Auto Mechanics
 Alternative Resumes for Teens	2006	Support 8, 9, 10, 11, 12	680604	\$25.70	
Basic First Aid (2nd Ed.)	2002	Support 8, 9, 10, 11, 12	623480	\$150.80	• Human Care
Career as an Automotive Technician	1999	Support 8, 9	652760	\$81.85	

Workplace Readiness (continued)

Knowledge and Employability

Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
 Choices Explorer (www.bridges.com)		Support 8, 9, 10, 11, 12			
 Choices Planner (www.bridges.com)		Support 8, 9, 10, 11, 12			
 <i>Discovering Life Skills</i>	2004	Support 8, 9			• All Strands
• Discovering Life Skills (1st Ed.) (Student Text)			548399	\$67.00	
• Discovering Life Skills (1st Ed.): Student Workbook			548430	\$15.65	
Entering the World of Work: Student Activity Workbook	2006	Support 8, 9, 10, 11, 12	646490	\$21.55	
Entering the World of Work (Student Book)	2006	Support 8, 9, 10, 11, 12	646482	\$76.20	
Graphic Design <i>Futures 2</i>	1992	Support 8, 9	Vendor Direct (Visual Education Centre)		
Interview Success: Landing the Job	1999	Support 8, 9, 10, 11, 12	652736	\$127.45	
 <i>Job/Career Planning & Guidance Series</i>	1998	Support 8, 9, 10, 11, 12			
• Basic Skills: The Key to Getting Hired (DVD)			677908	\$93.50	
• Basic Skills: The Key to Getting Hired (VHS)			677809	\$81.80	
• Getting and Keeping Your First Job (DVD)			677940	\$93.50	
• Getting and Keeping Your First Job (VHS)			677841	\$81.80	
• Self-esteem and Your First Job (DVD)			677916	\$93.50	
• Self-esteem and Your First Job (VHS)			677817	\$81.80	
• Your First Job Interview (DVD)			677924	\$93.50	
• Your First Job Interview (VHS)			677825	\$81.80	
• Your First Resume (DVD)			677932	\$93.50	
• Your First Resume (VHS)			677833	\$81.80	
 Knowledge and Employability Studio (Online Guide to Implementation) « http://www.learnalberta.ca/content-teacher/kes/index.html?launch=true »	2005	Support 8, 9, 10, 11, 12			• All Strands
Read to Live (Web Site) (Student Portion) « http://www.education.gov.ab.ca/k_12/curriculum/bysubject/ke/Readtolive/index.html »	2006	Support 8, 9, 10, 11, 12			• All Strands
 <i>Today's Teen (7th Ed.)</i>	2004	Support 8, 9			• All Strands
• Today's Teen (7th Ed.) (Student Text)			541236	\$69.60	
• Today's Teen (7th Ed.): Student Workbook			547838	\$14.90	
 What Everybody Should Know About Toxicology (includes Leader's Guide)	1990	Support 8, 9, 10, 11, 12	Vendor Direct (Electrolab Training Systems)		• All Strands

Workplace Readiness (continued)

Knowledge and Employability

Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
Work Smart, Work Safe <i>Young Worker Awareness Program</i>	1996	Support 8, 9, 10, 11, 12	Vendor Direct (Workplace Health and Safety Agency)		





Getting a Good Job; Getting a Good Start; Getting Along With Your Co-Workers; Getting Along With Your Supervisor <i>The World of Work</i>	1998	Support 8, 9, 10, 11, 12	BPN 21028 001 to 004 VHS; 21028 005 to 008 DVD (ACCESS—The Education Station)		
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Teaching Resources

<i>Discovering Life Skills</i>	2004	Teaching 8, 9			<ul style="list-style-type: none"> • Universal Strategies • Fabrics • Foods • Career Awareness
<ul style="list-style-type: none"> • Discovering Life Skills (1st Ed.): Student Workbook: Teacher Annotated Edition • Discovering Life Skills (1st Ed.): Teacher Resource Guide • Discovering Life Skills (1st Ed.): Effective Instruction CD-ROM • Discovering Life Skills (1st Ed.): Student Motivation Kit 			548539	\$35.00	
			548563	\$111.00	
			548571	\$227.80	
			548456	\$173.60	
e-mail: Writing for Results (http://www.jedlet.com/find.product.asp?value=1-894923-35-9&aff=LRC)		Teaching 8, 9, 10, 11, 12			
Entering the World of Work: Interactive Teacher Resources CD-ROM (Windows / Macintosh Version)	2006	Teaching 8, 9, 10, 11, 12	646523	\$297.10	
Entering the World of Work: Student Activity Workbook: Teacher Annotated Edition	2006	Teaching 8, 9, 10, 11, 12	646515	\$47.60	
Entering the World of Work: Teacher's Annotated Edition	2006	Teaching 8, 9, 10, 11, 12	646507	\$115.15	
Managing Your Time in Style (http://www.jedlet.com/find.product.asp?value=1-894922-44-1&aff=LRC)		Teaching 10, 11, 12			
Read to Live (CD-ROM)	2006	Teaching 8, 9, 10, 11, 12	Pending		• All Strands
Read to Live (Web Site) (Teacher Portion) « http://www.education.gov.ab.ca/k_12/curriculum/bysubject/ke/Readtolive/index.html »	2006	Teaching 8, 9, 10, 11, 12			• All Strands
Selling Your Company to the Press (http://www.jedlet.com/find.product.asp?value=1-894922-79-4&aff=LRC)		Teaching 10, 11, 12			
Succeeding in the World of Work: ExamView Pro Test Generator (Windows / Macintosh Version)	2006	Teaching 10, 11, 12	639346	\$283.75	

Workplace Readiness (continued)

Knowledge and Employability

Series / Title	Copyright Date	Status / Grade(s)	LRC Order No.	Price	Also Approved for:
Succeeding in the World of Work: Interactive Lesson Planner (with Teacher Resources) (Windows / Macintosh Version)	2006	Teaching 10, 11, 12	639338	\$383.90	
Succeeding in the World of Work: School-to-Work Activity Handbook: Teacher Manual	2006	Teaching 10, 11, 12	639320	\$50.05	
Succeeding in the World of Work: Student Activity Workbook: Teacher Annotated Edition	2006	Teaching 10, 11, 12	639304	\$50.05	
Succeeding in the World of Work: Teacher Wraparound Edition	2006	Teaching 10, 11, 12	639289	\$122.70	
Module Five: Personal and Workplace Safety <i>Success in Entering the Workplace: Essential Competencies for Career Transitions</i>	2004	Teaching 8, 9	551813	\$78.90	• Universal Strategies • Career Awareness
 Today's Teen (7th Ed.)	2004	Teaching 8, 9			• All Strands
• Today's Teen (7th Ed.): Student Workbook: Teacher Annotated Edition			547862	\$31.70	
• Today's Teen (7th Ed.): Teacher Resource Guide			547846	\$101.00	
• Today's Teen (7th Ed.): Student Motivation Kit			547854	\$173.60	
• Today's Teen (7th Ed.): Effective Instruction CD-ROM			547870	\$227.80	
• Today's Teen (7th Ed.): Transparency Package			547888	\$136.90	
• Today's Teen (7th Ed.): Teacher Wraparound Edition			541690	\$113.50	
 Work Safe Alberta: Workplace Health and Safety Kit (includes Teacher Resource Binder 1 - September 2006, Teacher Resource Binder 2 - September 2006, Workplace Health and Safety Teacher Toolkit)	(2006)	Teaching 8, 9, 10, 11, 12	676926	\$131.25	• All Strands

Knowledge and Employability

**Business Services
Grades 8–12**

**Annotated Bibliography
Listed Alphabetically
by Title**



Annotated Bibliography Listed Alphabetically by Title

LRC Order No.: Est. Price:

Alberta Learning Information Service

ALIS – Business Video Clips

- **Aromatherapy Product Producer** (http://www.alis.gov.ab.ca/video/other_manufacturing/aromatherapy/rf/6t.asx)
- **Biological Pest Control Producer** (http://www.alis.gov.ab.ca/video/Entrepreneurship/Entrepreneurship_2.asx)
- **Cheese Producer** (http://www.alis.gov.ab.ca/video/agriculture/cheese_producer/rf/8s.asx)
- **Frozen Meat & Seafood Distributor** (http://www.alis.gov.ab.ca/video/accommodation_food/frozen_meat/rf/9t.asx)
- **Ice Cream Producer and Distributor** (http://www.alis.gov.ab.ca/video/agriculture/ice_cream/rf/8t.asx)
- **Kennel Operator** (http://www.alis.gov.ab.ca/video/agriculture/kennel_operator/rf/7e.asx)
- **Pet Cemetery Owner** (http://www.alis.gov.ab.ca/video/agriculture/pet_cemetery/rf/6e.asx)
- **Soap Maker** (http://www.alis.gov.ab.ca/video/other_manufacturing/soap_maker/rf/2s.asx)

Support Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2			✓	✓		✓	30-4

The Alberta Learning Information Service (ALIS) provides information on over 500 occupations. This Web site details the occupation, including duties, working conditions, salaries, advancement opportunities, personal characteristics and educational qualifications. Click on www.alis.gov.ab.ca/video to reach the video career clips. Each clip is about a real person in a real position.

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Attracting Attention to Your Website

Teaching Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2						✓	30-4

This self-paced PowerPoint presentation offers suggestions for attracting attention to your Web site. The presentation discusses the merits and application of banner ads and pop-ups, the use of targeted e-mails, criteria for selecting search engines with which to register, using meta tags and supplementing with offline advertising. The presentation is easy to navigate. There is a glossary, a help function, a connection to related titles and an audio function that can be muted. The menu within the presentation includes further information, notes, clippings, try me, remember, consider this, for example, caution and self-checks. Each page consists of text and a graphic. The illustrations are universal and appropriate for Knowledge and Employability senior high school students.

How to Order: Individuals may subscribe, with a credit card, at «<http://www.jedlet.com/find.product.asp?value=1-894922-89-1&aff=LRC>». For group orders, contact info@jednm.com or 514-289-1800.

© 2001-2005

LRC Order No.: Est. Price:
608903 \$74.10
608911 \$271.05

- **Business Connections: Information Technology in Action (Student Text)**
- **Business Connections: Information Technology in Action: Teacher's Guide**

Support / Teaching Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4 ✓	20-4 ✓	20-4 ✓	20-4 30-4
Level 2				✓	✓	✓	30-4

This basic Canadian student text takes a comprehensive look at the field of Information Technology. The 13 chapters include preparation for working in the Information Technology field with information on personal management, project management and working in project teams. This emphasis on basic working competencies is followed by fundamentals in computing, basic office productivity (word processing, spreadsheets and databases) and advanced office productivity (advanced word processing techniques, complex spreadsheets, databases in business). Information on the presentation of materials (graphic design, desktop publishing and electronic presentations) is followed by lessons in electronic communications (fax, voice mail, video conferencing, Internet communication and cellular phones). The text discusses the Internet, e-commerce and business in a wired world. It looks at research and ethical issues surrounding the use of electronic mediums. The resource includes a section on creating Web sites, a chapter on multimedia projects and a table of acronyms and initialisms.

Consistent features throughout each chapter include a chapter opener, a chapter project, "Digi-Know" IT in action, case studies, readiness exercises, a get-connected section, end of the section questions, career perspectives and an end of the chapter section. The text has a user-friendly layout and is organized with logical breaks and headings.

The accompanying teacher's guide provides an introduction to the use of the guide, including critical thinking principles and project management. There is an in-depth section on assessment and evaluation, assessment categories and lesson plans. The guide includes answers to the chapter questions by chapter, blackline masters that parallel the tasks and projects in the student text, generic blackline masters and chapter tests and answers.

A CD-ROM included with the teacher guide has the blackline masters, an e-nanny project, a project assignment bank and the chapter tests and answers.

©2003 Author(s): Pinto, L.; Ellerby, J.

Business Etiquette

Teaching Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1			10-4	20-4	30-4	20-4	30-4
Level 2			✓	✓		✓	

This self-paced PowerPoint-type lesson provides dozens of pointers on appropriate business etiquette. The topics include making proper introductions, conducting courteous meetings, maintaining polite relations within the workplace, avoiding common rudeness pitfalls associated with the use of information communication technologies, business dining etiquette, conducting business abroad without offending people of other cultures and making the most of networking functions, using social etiquette rules. Each page consists of text and a graphic. The graphics are appropriate for senior high school students. Features include navigation help, a glossary, a help feature, other related titles and an audio feature that can be muted. Additionally, the resource includes a self-check, sources for further information, notes, information clippings, a try this feature, consider this, remember, examples and cautions. This lesson is a primer.

How to Order: Individuals may subscribe, with a credit card, at «<http://www.jedlet.com/find.product.asp?value=1-894923-65-0&aff=LRC>». For group orders, contact info@jednm.com or 514-289-1800.

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Basic Clerical Skills

Clerical Skills for New Employees

Support Resource Grade(s) 10, 11, 12

623547 \$133.60

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	30-4
Level 2				✓	✓	✓	

This resource contains two parts. Part 1 provides information on basic clerical skills and techniques for improvement. Part 2 gives information on how to develop and enhance positive customer service relations as well as on common successful sales and service practices. This information supports the development of basic office and clerical skills and positive customer service.

©2004

Cold Calls with Confidence

Teaching Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2						✓	30-4

This self-paced electronic slide show offers suggestions for making cold calls with confidence. The slide show is easy to navigate and includes a glossary, a help function, a connection to related titles and an audio function that can be muted.

How to Order: Individuals may subscribe, with a credit card, at «<http://www.jedlet.com/find.product.asp?value=1-894923-31-6&aff=LRC>». For group orders, contact info@jednm.com or 514-289-1800.

Comments:

- The menu includes further notes, information clippings, activities to try, points to remember, things to consider, examples, cautions and self-checks.
- Each slide has text and a graphic. The graphics are universal in nature and suitable for senior high school students.

Creative Hard Lines Display

Support Resource Grade(s) 10, 11, 12

Available at ACCESS-The Education Station
BPN 385101

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2						✓	30-4

This short video provides detailed information about displaying merchandise in a retail setting. It also illustrates universal design principles in a clear, relevant and appropriate way.

Comments:

- The images in the resource are somewhat dated; however, the universal principles for displaying merchandise are timeless.

© 1991

LRC Order No.: Est. Price:
653106 \$82.00
653114 \$107.65
653172 \$319.65

- **Digital Communication Tools (Student Text)**
- **Digital Communication Tools: Teacher Resource Manual**
- **Digital Communication Tools: Teacher Resource CD**

Basic (8, 9) / Support (10, 11, 12) Resource Grade(s) 8, 9, 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1	✓	✓	✓	10-4	20-4	20-4	20-4
Level 2	✓	✓	✓	✓	30-4	30-4	30-4

This resource consists of a student text, a teacher resource manual and a teacher resource CD. The student text is bound at the top so that it can be propped open at a computer station. It is divided into four sections of three to four chapters each, covering the impact of digital communication tools, digital communication tools and skills, digital communication tools in the world of work and developing 21st century employability skills in the digital communication field. The resource includes basic competencies that are an integral part of Knowledge and Employability courses. The student text is organized with step-by-step activities within each lesson and includes an at-a-glance guide to each activity, start-up activities, concept checks, margin features providing additional information, applications, career perspectives, ethics, e-portfolio activities, chapter assessments and self-assessments. The teacher resource manual is organized to help plan lessons and provides suggestions for presenting and teaching the material. Part 1 includes course planning resources and professional development tools. Part 2 includes chapter lesson plans and answer keys. Part 3 includes graphic organizers, blackline masters, standards and correlations. Part 4 includes chapter presentations, interactive tutorials and exam software information. The teacher resource CD includes a number of tools; e.g., pre/post-tests, project files, templates, solution files, rubrics and graphic organizers, additional activities for each chapter, digital dimension activities, digital workbooks, self-assessments.

©2006 Author(s): Gust, K. et al.

LRC Order No.: Est. Price:

- Discovering Life Skills (1st Ed.)*
- **Discovering Life Skills (1st Ed.) (Student Text)** 548399 \$67.00
- **Discovering Life Skills (1st Ed.): Student Workbook** 548430 \$15.65
- **Discovering Life Skills (1st Ed.): Student Workbook: Teacher Annotated Edition** 548539 \$35.00
- **Discovering Life Skills (1st Ed.): Teacher Resource Guide** 548563 \$111.00
- **Discovering Life Skills (1st Ed.): Effective Instruction CD-ROM** 548571 \$227.80
- **Discovering Life Skills (1st Ed.): Student Motivation Kit** 548456 \$173.60

Support / Teaching Resource Grade(s) 8, 9

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1	✓	✓	✓	10-4	20-4	20-4	20-4
Level 2	✓	✓	✓		30-4	30-4	30-4

This resource kit includes a hardcover student text, a teacher resource guide, a series of lab softcover books, a student motivation kit that includes laminated project and activity cards, reteaching and enrichment activities, and a CD-ROM with lesson plans and a test generator. There is a student workbook and a teacher annotated edition of the student workbook. Subjects include sewing, foods, personal development and career integration; e.g., money management for mathematics. Transition activities for students going into senior high school, e.g., peer pressure, self-actualization, self-concept, are included. The CD-ROM is easily accessible and includes a Word document copy of the student workbook and the teacher guide. An exam bank provides a very quick way to create a test. Posters for motivation in each area are engaging and the individual area teacher support books are well-organized and informative; e.g., the cooking component offers recipes applicable to the age group with clear instruction.

Comments:

- This resource is applicable to grades 8 and 9. Individual units and visuals may be appropriate at different grades.
- The kit is a starting point for new Knowledge and Employability students.
- Some of the student pictures are more appropriate for younger grades, yet others show senior high school students. Teachers should be sensitive to age-appropriate sections.

©2004 Author(s): Bailey, A. et al.

e-mail: Writing for Results

Teaching Resource Grade(s) 8, 9, 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1	✓		✓	10-4	20-4	20-4	20-4
Level 2	✓		✓	✓	✓		30-4

This self-paced electronic slide show provides information on using e-mail appropriately. The slide show is easy to navigate and includes a glossary, a help function, a connection to related titles and an audio function that can be muted. The menu includes self-checks, notes, information clippings, activities to try, things to remember, points to consider, examples and cautions. Each slide has text and a graphic. The graphics are age appropriate for high school students. E-mail applications are found throughout the Business strand of Knowledge and Employability and this resource could assist a teacher with limited experience or knowledge on this topic.

How to Order: Individuals may subscribe, with a credit card, at «<http://www.jedlet.com/find.product.asp?value=1-894923-35-9&aff=LRC>». For group orders, contact info@jednm.com or 514-289-1800.

Entrepreneurship: Creating a Venture (2nd Ed.) (Text)

Teaching Resource Grade(s) 10, 11, 12

478455**\$79.40**

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2						✓	30-4

The basic premise of this publication is that entrepreneurial attributes can be acquired and improved in a school setting. Young people are led through a variety of business principles in creating, planning and preparing to launch their own ventures, whether a venture is for profit or not-for-profit. They are also provided with an opportunity to learn about themselves, set personal goals and develop entrepreneurial skills. All of the chapter activities and applications have been designed to encourage students to scan a wide range of alternatives, think creatively and critically, assess priorities and be creative in posing solutions to problems.

Cautions:

- References are made to specific Web sites. The Web sites are not approved. Teachers, for their own protection, should review the current status of the Web sites, including documents identified in the links, to ensure that the site contains accurate information that meets the criteria of social considerations.

©2001 Author(s): Cranson, L.; Dennis, M.

Knowledge and Employability Studio (Online Guide to Implementation)
 (<http://www.learnalberta.ca/content-teacher/kes/index.html?launch=true>)

Support Resource Grade(s) 8, 9, 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1	✓	✓	✓	10-4	20-4 30-4	20-4 30-4	20-4 30-4
Level 2	✓	✓	✓	✓	✓	✓	✓

The Knowledge and Employability Studio is the online guide to implementation for the Knowledge and Employability courses. There are four levels in the Studio. The Main Lobby contains program updates, contact information, a video introduction and a virtual tour of the Studio. New update information is displayed on the screen in the lobby. Curriculum Foundations, found on Level 2, contains activities and strategies to support teachers and students with the implementation of four core subjects: English language arts, social studies, science and mathematics. Click on the title of the course for further information. Within each subject are folders that contain resources aligned with the program of studies outcomes within that subject area. Level 3 contains information on each of the occupational strands. Poster-like artwork displays the names of each strand. In the same manner as the second level, each icon, when opened, illustrates a collection of activities and strategies aligned with the program of studies outcomes within each occupational strand. Workstations for administrators, teachers, students, parents and industry are found on Level 4. The folders and resources function in the same manner as the other levels but reveal learning and teaching resources to support teachers, students and parents. The Administrators Workstation contains the *Information Manual for Knowledge and Employability Courses*. The Industry Workstation contains information for employers working with students in off-campus situations.

©2005

The Joint Learning Initiative in Logistics

LOG1010: Logistics (includes Student Learning Guide, Student Worksheets, Appendix)

Teaching Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4 30-4	20-4 30-4	20-4 30-4
Level 2				✓		✓	✓

This resource, developed to support the CTS logistics courses, is useful for Knowledge and Employability logistics courses in the Business Services occupational strand. Logistics are activities that relate to the physical movement and handling of materials. This resource helps students develop skills in inventory control, traffic and transportation.

©2002 Author(s): Csikos, H.
 Manning Centre for Innovation and Professional Development; 3600 16 Avenue SW, CALGARY, AB T3C 1A5
 Telephone: 403-444-7971

Vendor Direct

Managing Your Time in Style

Teaching Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2					✓	30-4	30-4

This self-paced electronic slide show features time management strategies. It also provides a list of time wasters/robbers. The slide show includes audio and assists teachers in identifying time management skills. The message can be adapted to classroom discussion and implementation.

How to Order: Individuals may subscribe, with a credit card, at «<http://www.jedlet.com/find.product.asp?value=1-894922-44-1&aff=LRC>». For group orders, contact info@jednm.com or 514-289-1800.

Mystery Shopping

Teaching Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2						✓	30-4

This self-paced electronic slide show, with optional audio, provides information on investigating product quality or service quality via mystery shopping. The lesson deals with the purpose and objectives of mystery shoppers as they conduct investigations; e.g., checking for customer satisfaction and safety issues. The competencies and career responsibilities required by a mystery shopper are demonstrated. The resource provides the teacher with ideas to develop the awareness of skills with students. This slide show could be developed into an exercise and applied within the school or home.

How to Order: Individuals may subscribe, with a credit card, at «<http://www.jedlet.com/find.product.asp?value=1-894922-07-7&aff=LRC>». For group orders, contact info@jednm.com or 514-289-1800.

Nuances of Netwriting

Teaching Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2					✓	30-4	30-4

This self-paced interactive video provides information on strategies to capture and keep the attention of an individual visiting a Web site. The presentation offers information on designing headlines, developing writing styles and creating added interest. It features links to workplace-based materials and examples. Additionally, the resource contains self-checks, notes, information clippings, activities to try, things to remember, points to consider, examples, cautions and related links. Each page consists of text and a graphic that is age-appropriate for senior high school students.

How to Order: Individuals may subscribe, with a credit card, at «<http://www.jedlet.com/find.product.asp?value=1-894923-27-8&aff=LRC>». For group orders, contact info@jedhm.com or 514-289-1800.

Professional Retail Selling

Support Resource Grade(s) 10, 11, 12

322131 \$101.00

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2				✓		✓	

This video illustrates selling techniques. It provides information on assessing customer needs and details the steps involved in developing and enhancing customer service techniques to address those needs. Real-life examples of retail sales are provided.

© 1992

Promoting Products and Services

Teaching Resource Grade(s) 10, 11, 12

397431 \$57.30

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2				✓		✓	

This video explores the concept of promotion and its importance for the success of a venture. It covers analyzing market purchasers and developing marketing strategies around that research. Careful analysis of the marketplace and competitors and their products and niches is stressed. A number of appropriate contemporary advertising examples are provided. These examples include large American corporations, many of which are familiar to students. The video is engaging and stimulating.

Comments:

- The resource contains American content. Teachers may wish to substitute Canadian examples and/or supplement the resource with Canadian materials.

© 1997

- **Read to Live (CD-ROM)**
- **Read to Live (Web Site) (Student Portion)**
(http://www.education.gov.ab.ca/k_12/curriculum/bysubject/ke/ReadtoLive/index.html)
- **Read to Live (Web Site) (Teacher Portion)**
(http://www.education.gov.ab.ca/k_12/curriculum/bysubject/ke/ReadtoLive/index.html)

Support / Teaching Resource Grade(s) 8, 9, 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1	✓	✓	✓	10-4	20-4	20-4	20-4
Level 2	✓	✓	✓	✓	✓	✓	✓

Read to Live provides information, strategies and activities that teachers can use to engage and support students who are experiencing difficulties with reading.

The focus is on helping students think about reading in a new way by connecting classroom experiences with students' lifeworlds.

This resource, which is a series of workshops to enhance student literacy at the junior and senior high school levels, is intended for teachers who are new to teaching, new to teaching students with reading difficulties or just looking for extra support. It can also be used by more experienced teachers to mentor colleagues and create a community of practice.

The first workshop, **Introduction: Responsive Teaching**, describes an approach to teaching reading that focuses on addressing students' unique learning needs.

This is followed by three more in-depth workshops, which explore different elements of reading: **Contexts of Reading, Active Reading and Multiple Texts/**

Multiple Literacies. Each of these workshops contains three sections: Background, Reading Strategies and Teaching Strategies.

The workshops can be explored in multiple sittings, in whatever way is most useful. Teachers can explore the information in any order; however, teachers new to teaching reading or to the concepts covered may find it most useful to start with the Background.

Background

The background section summarizes important concepts, research findings and other information on the topic. Links provide further information on relevant theorists and researchers.

Reading Strategies

The reading strategies section offers sample strategies teachers can model, teach and reinforce to help students become more effective readers. These strategies apply and build on the concepts in the background section.

Teaching Strategies

The teaching strategies section provides sample instructional strategies and activities teachers can use to strengthen students' understanding and motivation.

©2006

Selling Your Company to the Press

Teaching Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2					30-4 ✓	30-4	30-4

This electronic slide show focuses on how to have an interview with the media. The slide lessons talk about preparing for the interview, presenting information to the journalist and conducting the interview. Terminology relevant to the journalistic interview process is included. The resource provides an opportunity for the student to look at the interview from both sides. The lesson is easy to navigate and includes an audio function. Several self-checks are included as the lesson progresses and a crossword puzzle reinforces the concepts presented.

How to Order: Individuals may subscribe, with a credit card, at «<http://www.jedlet.com/find.product.asp?value=1-894922-79-4&aff=LRC>». For group orders, contact info@jednm.com or 514-289-1800.

Comments:

- Some slides are lengthy and student interest may lag.

Simple Steps to Super Slogans

Teaching Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2					30-4 ✓	30-4	30-4

This self-paced PowerPoint slide presentation offers valuable tools on how to identify a successful slogan, determine the right type of slogan to use for your product and determine how to go about writing and testing effective slogans. The presentation is easy to navigate. There is a glossary, a help function, a connection to related titles and an audio function that can be muted. The menu within the presentation includes further information, notes, clippings, try me, remember, consider this, for example, caution and self-checks. Each page consists of text and a graphic. The illustrations are universal and appropriate for Knowledge and Employability senior high school students.

How to Order: Individuals may subscribe, with a credit card, at «<http://www.jedlet.com/find.product.asp?value=1-894922-61-1&aff=LRC>». For group orders, contact info@jednm.com or 514-289-1800.

**The Spirit Lives: Aboriginal Entrepreneurs in Canada
Catching the Spirit; Developing Your Skills; Opportunities; Ideas and Innovation; Planning Your
Success; The Entrepreneurial Community**

Support Resource Grade(s) 10, 11, 12

Available at ACCESS-The Education Station
BPN 378000

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4 ✓	20-4 30-4	20-4 30-4 ✓	20-4 30-4
Level 2							

This video package tells the stories of a number of Aboriginal people who have become successful business owners. They describe their ideas and innovative strategies for success and provide positive Aboriginal role models. The examples used are informative. The written package expands the learning process through assessment and review of the video material.

© 1995

Success in Entering the Workplace: Essential Competencies for Career Transitions

• **Module Five: Personal and Workplace Safety**

Teaching Resource Grade(s) 8, 9

551813 \$78.90

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1	✓	✓	✓	10-4	20-4 30-4	20-4 30-4	20-4 30-4
Level 2	✓	✓	✓				

This teacher resource, fifth in the series, addresses units on Health and Lifestyle, Safety Management and Procedures, and Personal and Workplace Safety. Each unit presents relevant information followed by formative and summative student exercises. The handouts provided are ready to use and adequately assess the goals of the manual. Safety applications are related to the students through scenarios in the home, school and workplace. The section on compensation is accurate in Alberta. First aid is not addressed in this manual; references are made to the importance of acquiring these skills in an approved program. This resource is intended for the Career Development, Safety and Universal Strategies occupations modules, but could be applied successfully to health and science.

Comments:

- The student assignments are effective but no scoring rubrics or answer keys are provided.
- Some written assignments may need to be restructured for less capable learners.

© 2004 Author(s): Moody, M.

LRC Order No.: Est. Price:

Supermarket Persuasion: What Marketers Know (New Version) (with Teacher's Guide)

Support Resource Grade(s) 10, 11, 12

Available at ACCESS--The Education Station
BPN 20974

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2				✓		✓	30-4

This video features a trip to a supermarket to observe what marketers know about consumer behaviour. Viewers learn how supermarkets are designed to encourage shoppers to buy the most profitable items. The video explores how every detail of a store, from the size of the shopping carts to the colour balance of the lighting in the produce department, is a marketing tactic. This resource teaches students about continuity offers, bounce patterns, variable margin pricing, slotting allowances, shelf talkers, tie-ins, shelf hangers and the rule of nines.

- Today's Teen (7th Ed.)*
- **Today's Teen (7th Ed.) (Student Text)** **541236 \$69.60**
- **Today's Teen (7th Ed.): Student Workbook** **547838 \$14.90**
- **Today's Teen (7th Ed.): Student Workbook: Teacher Annotated Edition** **547862 \$31.70**
- **Today's Teen (7th Ed.): Teacher Resource Guide** **547846 \$101.00**
- **Today's Teen (7th Ed.): Student Motivation Kit** **547854 \$173.60**
- **Today's Teen (7th Ed.): Effective Instruction CD-ROM** **547870 \$227.80**
- **Today's Teen (7th Ed.): Transparency Package** **547888 \$136.90**
- **Today's Teen (7th Ed.): Teacher Wraparound Edition** **541690 \$113.50**

Support / Teaching Resource Grade(s) 8, 9

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1	✓	✓	✓	10-4	20-4	20-4	20-4
Level 2	✓	✓	✓				30-4

Today's Teen resource package includes a hardcover student text, a student workbook, a teacher resource guide, a CD-ROM, a transparency package, a hardcover teacher edition, and a student workbook annotated teacher edition. The resource promotes success in everyday living and the text and worksheets are complementary. There are 11 units in the text, including building personal potential, exploring careers, relationship skills, friend and family relationships, children, consumer/money management, personal health and wellness, food and nutrition, safety in the kitchen, clothing and housing interiors. The resource presents information clearly and with simple illustrations. *Today's Teen* could be used as a cross grade resource, using specific chapters at certain grade levels. The teacher package gives options and suggests time spans for teachers. It is well-organized and teachers can use it with minimal preparation. The teacher's guide has an overview, curriculum correlation chart, planning chart, section on accommodating various learning styles, section on additional activities and student activities. The teacher answer help provides a variety of assessment tools, such as crosswords, short answer and word searches. The test bank is easy to modify; multimedia use is provided.

Comments:

- This is an American book that uses American agencies, resources and measurements that need to be replaced with names of Alberta organizations.
 - There is nothing included for record keeping.
 - Career Exploration is generally unrealistic at Knowledge and Employability achievement levels. Construction skills focus on sewing at an advanced level.
- ©2004 Author(s): Kelly-Plate, J.; Eubanks, E.

Understanding Basic Financial Statements

Support Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2				✓		✓	30-4

This self-paced electronic slide show focuses on financial terminology, personal finances, business transactions and financial documentation. The slide show introduces and reinforces financial terms, concepts and the preparation of financial documentation. The slides are easy to navigate and include audio to support the presentation.

How to Order: Individuals may subscribe, with a credit card, at «<http://www.jedlet.com/find.product.asp?value=1-894923-55-3&aff=LRC>». For group orders, contact info@jednm.com or 514-289-1800.

Comments:

- The slide show contains limited interactivity with the accounting equation.

Using the Internet for Research I

Teaching Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	30-4
Level 2				✓	✓	✓	

This research resource is a self-paced PowerPoint lesson that provides tools on using the Internet to search for information. Features include navigation assistance, a glossary, a help feature, suggested related titles and an audio feature that can be muted. Additionally, the resource contains a self-check, sources of further information, notes, information clippings, a try this feature, consider this, remember, examples and cautions. Each page consists of text and a graphic. The graphics are appropriate for senior high school students. This resource will support the business strand of Knowledge and Employability as this topic is found throughout the strand.

How to Order: Individuals may subscribe, with a credit card, at «<http://www.jedlet.com/find.product.asp?value=1-894922-78-6&aff=LRC>». For group orders, contact info@jednm.com or 514-289-1800.

Using the Internet for Research II

Teaching Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2				✓	✓	✓	30-4

This research resource is a self-paced PowerPoint lesson that provides tools on using the Internet to search for information. Features include navigation assistance, a glossary, a help feature, suggested related titles and an audio feature that can be muted. Additionally, the resource contains a self-check, sources of further information, notes, information clippings, a try this feature, consider this, remember, examples and cautions. Each page consists of text and a graphic. The graphics are appropriate for senior high school students. This resource will support the business strand of Knowledge and Employability as this topic is found throughout the strand.

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Visual Merchandising: Look, Linger and Buy

Support Resource Grade(s) 10, 11, 12

Available at ACCESS-The Education Station
BPN 3850 01

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2				✓	✓	✓	30-4

This video discusses visual merchandising ideas and principles. It includes explanations of visual merchandising, the AIDA concept, the principle of balance, display arrangements and even versus odd numbers of objects in a display. The video reviews basic marketing strategies and outlines sales and service procedures in the workplace.

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Voice Messaging: Maximizing Benefits

Teaching Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4 ✓	20-4 ✓	20-4 30-4	20-4 30-4
Level 2							

This self-paced PowerPoint slide presentation details how to establish, improve and maintain optimal business communications with clients, suppliers and colleagues through voice messaging systems. The presentation includes easy navigation, a glossary, a help feature, other related titles and an audio that may be muted. The presentation is enriched by the provision of menu options, such as try this, remember, more info, note, caution, clipping, consider this, checkpoints, crossword puzzle, building game and final checkpoint. Each page consists of text and a graphic. The graphics are universal designs and are age appropriate for students.

How to Order: Individuals may subscribe, with a credit card, at «<http://www.jedlet.com/find.product.asp?value=1-894922-78-6&aff=LRC>». For group orders, contact info@jednm.com or 514-289-1800.

Web Page Design in Easy Steps

Teaching Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4 ✓	20-4 ✓	20-4 30-4	20-4 30-4
Level 2						✓	

This resource provides Web page design ideas. The book takes the reader through the planning stages of a Web site, including design basics, effective graphic elements of a Web page and Web page promotion. Two chapters are dedicated to creating a business Web site as well as the launching and promotion of a Web site. The resource is easy to read with colourful visual aids. The book features hot tip and beware icons that highlight information. The Knowledge and Employability teacher will be able to use these icons as opportunities for discussion.

Comments:

- The resource covers many aspects of the e-commerce curriculum but not in an in-depth manner.
- The resource does not include assessment.

©2003-2004 Author(s): Austin, B.
Indigo Books & Music Inc.; 468 King Street West, Suite 500, TORONTO, ON M5V 1L8
Telephone: 416-364-4499

Vendor Direct

"Win-Win" Sales Strategies

Teaching Resource Grade(s) 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4 30-4	20-4 30-4	20-4 30-4
Level 2						✓ ✓	

This PowerPoint Web-based lesson is self-paced and focuses on sales. The objectives include ways to prepare for a sales call, how to create personal sales strategies and sales objectives, how to develop at least two positive persuasion sales approaches and ways to identify and resolve at least three client objections. Each page consists of text and a graphic that is appropriate for senior high school students. Features of this presentation include navigation tips, a glossary, a help feature, other related titles and an audio that may be muted. Also included are a self-check, a further information section, notes, information clippings, try this, consider this, remember, examples and cautions. A crossword puzzle exercise helps in learning the concepts. The presentation is appropriate for Knowledge and Employability senior high school students.

How to Order: Individuals may subscribe, with a credit card, at «<http://www.jedlet.com/find.product.asp?value=1-894922-78-6&aff=LRC>». For group orders, contact info@jednm.com or 514-289-1800.

Work Safe Alberta: Workplace Health and Safety Kit (includes Teacher Resource Binder 1 - September 2006; Teacher Resource Binder 2 - September 2006; Workplace Health and Safety Teacher Toolkit) **676926** **\$131.25**

Teaching Resource Grade(s) 8, 9, 10, 11, 12

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1	✓	✓	✓	10-4	20-4 30-4	20-4 30-4	20-4 30-4
Level 2	✓	✓	✓	✓	✓	✓	✓

The *Workplace Health and Safety Teacher Resource Binders* and *Teacher Toolkit* were developed as a joint initiative by Alberta Education and Alberta Human Resources and Employment to support teachers in the delivery of workplace health and safety outcomes. The resource actively promotes the safety of all workers in Alberta, particularly young workers, and documents Alberta health and safety legislation and regulations. Students will become aware of their rights and responsibilities with respect to workplace health and safety concerns.

The two-binder set of workplace health and safety information is divided into seven chapters: legislation, health and safety management systems, physical hazards, chemical hazards, biological hazards, psychosocial hazards and ergonomics. Each chapter includes topic-specific content that is followed by a supplemental information section with course-specific, industry-specific or occupation-specific information. Teacher notes, handouts, overheads and additional resources are also included with each chapter. The accompanying *Workplace Health and Safety Teacher Toolkit* complements the resource binders with posters, publications, cards and CDs. The toolkit is organized into nine sections: statistics, videos, posters, cards, publications, general, employment and standards information, workers' compensation information and other.

Comments:

- This resource has the potential for transfer to any school or workplace setting.
- The resource contains reference to a workplace fatality (page 12 of the legislation section) that was widely reported in the Alberta media. Teacher judgement is advised in the use of this reference as students who knew the deceased or were related to him might be in the classroom.

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**Young Worker Awareness Program
Work Smart, Work Safe**

Support Resource Grade(s) 10, 11, 12

Vendor Direct

	Communicating with Others	Searching for Information	Representing Information	Business Services	Office Services	Sales and Service	Logistics
Level 1				10-4	20-4	20-4	20-4
Level 2				✓	30-4	30-4	30-4

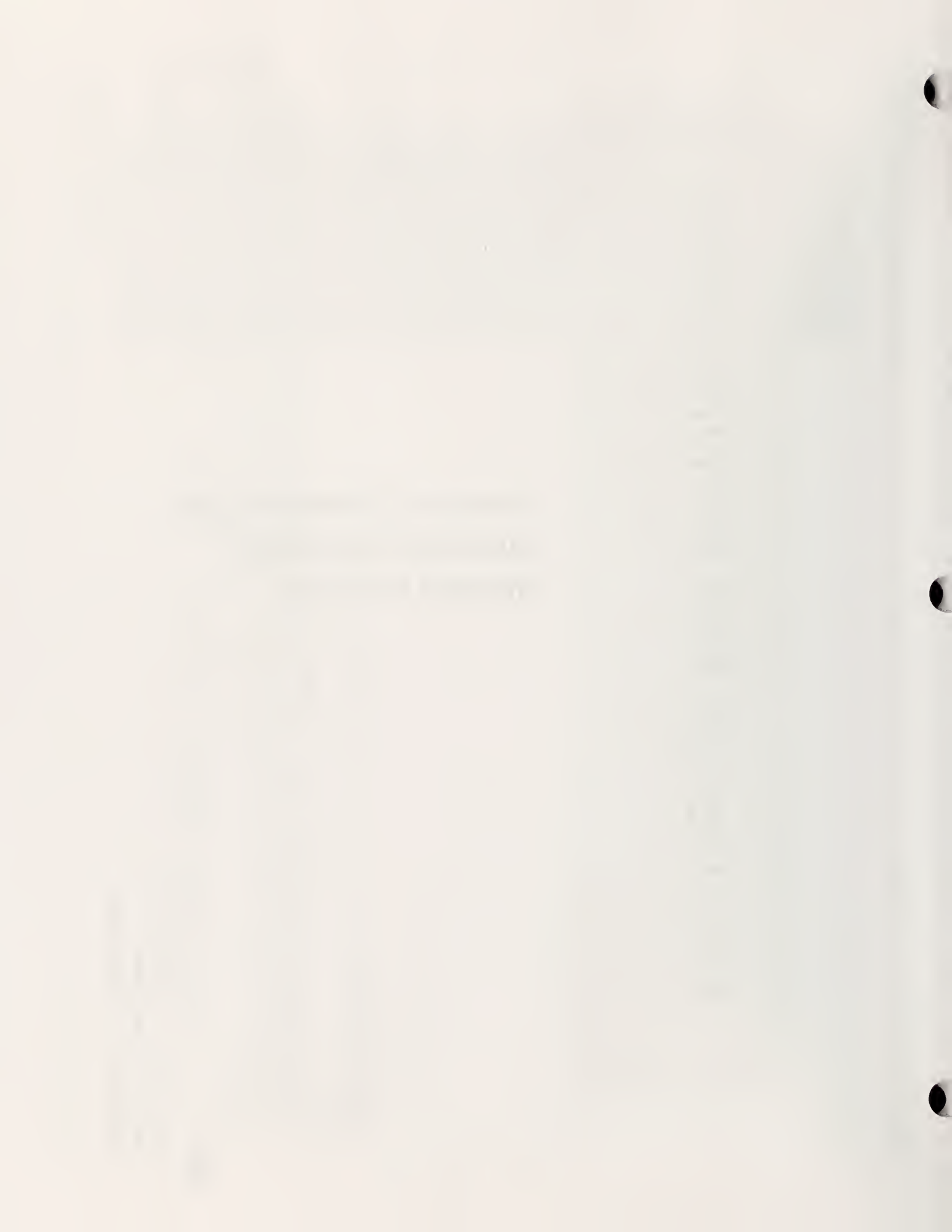
This Canadian video looks at young workers and addresses the number of injuries that occur in the workplace each year among this age group. It provides students with knowledge to protect their health and safety. The resource features young adults who were injured in workplace accidents and the effect that this has had on their lives. The video is presented in an easy-to-understand format, with students asking relevant questions of the adults.

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Workplace Health and Safety Agency; 200 Front Street West, TORONTO, ON M5V 3J1
Telephone: 416-344-1000

Knowledge and Employability

**Vendors/Distributors
Business Services
Grades 8 to 12**



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Learning Resources Centre (LRC)
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